

Sample Delegation

Instructions: Follow format below and replace information within brackets {} with appropriate information that applies to your delegation.

NIH Manual 1130: {Insert Category and Number}

Date: {Leave Blank}

Replaces: {Insert Date of Delegation Being Revised or "None" if New Delegation}

Issuing Office & Phone: {Insert Organization and Phone Number}

DELEGATIONS OF AUTHORITY

{Insert Title or Subject of Delegation}

Authority Delegated

The authority to...{Insert Authority or Action Being Redelegated}

To Whom Delegated	Area of Authority
{Insert Title of Official(s) Being Redelegated Authority, e.g., Deputy Director, NIH}	{Insert Area Covered, e.g., "NIH"}

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

Limitations/Guidance

- 1.This delegation excludes authority to...
- 2.This delegation shall be exercised in accordance with...
{List Any Specific Policies or Guidance to Follow}

Redelegation

{State Whether Authority/Authorities may be Redelegated, to Whom Authority can be Redelegated (if specifically required), and any Restrictions Associated with the Redelegation}

Citations

{List Source of Redelelegation and any Other Applicable Laws,
Policies, Regulations}

Examples:

1.5 U.S.C. 302; 42 U.S.C. 203; 29 CFR 1614

2.HHS General Administration Manual Chapter 1-20

3.Memorandum from the Assistant Secretary for Management
and Budget, OS, to Heads of Operating Divisions, dated
9/20/95, entitled: Delegation of Authority - Foreign Travel

Elias A. Zerhouni, M.D.
Director, NIH

Effective Date: {Enter Date}